

### **Leave Time Non-Bargaining Unit Employees**

**Sick Leave** – 12 days per year

**Personal Leave** – 4 days per year

**Compensatory Time** is only available for non-exempt employees

**Vacation for Exempt Employees ( legal staff & managers)**

0-9 ½ years of service – 20 days per year

After 9 ½ years - 25 days per year

**Vacation for Non- Exempt Employees (non legal staff)**

0-9 ½ years of service - 15 days per year

After 9 ½ years – 20 days per year

After 19 ½ years - 25 days per year

### **Leave Time Bargaining Unit Employees**

**Sick Leave** – 15 days per year (MOSES)

15 days per year (NAGE)

**Personal Leave** – 4 days per year

**Vacation-**

0-4 ½ years service: 10 days per year

4 ½ years – 9 ½ years – 15 days per year

9 ½ years – 19 ½ years – 20 days per year

After 19 ½ years – 25 days per year

**Parental Leave** – An eligible employee may take up to 20 weeks of parental leave for the birth, adoption or foster placement of a child. An employee on an approved parental leave shall receive 30 days paid leave at any time during the Parental Leave. To be eligible for Parental Leave, an employee must have worked for the AGO for at least 3 continuous months prior to the commencement of the leave, and must be regularly scheduled to work at least 18.75 hours per week.

### **HOLIDAYS**

The state observes the following paid holidays:

**January 1:** New Year's Day

**3<sup>rd</sup> Monday in January:** Martin Luther King Day

**3<sup>rd</sup> Monday in February:** President's Day

**3<sup>rd</sup> Monday in April:** Patriots Day

**Last Monday in May:** Memorial Day

**July 4:** Independence Day

**1<sup>st</sup> Monday in September:** Labor Day

**3<sup>rd</sup> Monday in October:** Columbus Day

**November 11:** Veterans Day

**4<sup>th</sup> Thursday in November:** Thanksgiving

**December 25:** Christmas Day

## Benefits Summary



**Human Resources**  
**One Ashburton Place**  
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AGO employees are appointed by and serve at the pleasure of the Attorney General. Employees who are members of collective bargaining units may be subject to specific rules, regulations, or responsibilities and may have different or additional benefits as defined by their Collective Bargaining Agreement.

Full-time employees are those employees with an approved work schedule of 37.5 hours per week. Part-time employees are those employees with an approved work schedule of fewer than 7.5 hours per day or an approved work schedule of fewer than 37.5 hours per week. Part-time employees receive benefits on a pro-rated basis. Individuals who have a regular work schedule of fewer than 18.75 hours per week will not receive benefits.

#### **Bi-Weekly Pay Cycle**

- 10 Day bi-weekly pay cycle
- Required to have direct deposit
- Net pay deposited into checking and/or savings
- Each payday employees receive a pay advice which can be accessed through PayInfo – web based program that allows employees to access their payroll information through the internet.

#### **Health Insurance Benefits**

In conjunction with the Commonwealth's Group Insurance Commission, the following benefits are offered to regular employees who work at least 18.75 hours per week. For new employees coverage begins on the first day of the month following 60 calendar days from the date of employment, or two calendar months, whichever comes first. Family Coverage will require proof of marriage for spouse and birth certificates for dependent children.

#### **Health Insurance Plans**

- Fallon Health Direct Care \*\*
- Fallon Health Select Care
- Harvard Pilgrim Independence
- Harvard Pilgrim Primary Choice \*\*
- Health New England \*\*
- NHP Prime-Neighborhood Health \*\*
- Tufts Health Navigator
- Tufts Health Spirit \*\*
- UniCare State Indemnity/Basic
- UniCare State Indemnity/Community Choice \*\*
- UniCare State Indemnity/Plus

\*\*Indicates a GIC Limited Network Plan

#### **Dental & Vision**

##### **MetLife**

- Classic Plan
- Value Plan

##### **Davis Vision**

#### **Life Insurance (Basic and Optional)**

- \$5,000 Basic Life Insurance offered with health insurance plan
- May enroll in Optional Life Insurance for a coverage amount of up to 8 times the employees salary

#### **Long Term Disability**

- 90 days disabled – up to 50% of monthly gross pay
- Premiums based on age and income

#### **Health Care Spending Account**

- Employees can pay for certain non-covered health related expenses with before tax dollars
- Maximum amount - \$2,500 per year
- Minimum amount - \$500 per year
- Payroll deduction

#### **Dependent Care Assistance Program**

- Employees can pay for certain dependent care expenses with before-tax dollars
- Maximum amount - \$5,000 per year
- Payroll deduction

#### **Transportation Benefit**

- Payroll deduction – Parking & Transit
- Administrator [www.benstrat.com](http://www.benstrat.com)

#### **Extended Illness Leave Bank (EILB)**

- Used when an employee experiences a serious injury or illness; voluntary program
- Must donate leave time annually to maintain enrollment

#### **Employee Assistance Program**

- Benefit available to employees and dependents
- Wide range of services
- Professionally trained counselors
- No cost to employees

#### **Deferred Compensation (SMART Plan)**

- Provided by Great-West Retirement Services
- Meant to supplement employees at retirement
- Pre-tax deduction
- Minimum contribution - \$10 per period
- Maximum contribution - \$16,500 per year

#### **Massachusetts State Retirement Board**

State employees do not contribute to Social Security. All employees participate in the Commonwealth's retirement system administered by the State Retirement Board. New employees' contribution is 9% of gross wages – income over \$30,000.00 is an additional 2%. Employees transferred from another state agency will stay at the same rate

#### **Tuition Remission**

- After 6 months of full-time service, employees and their spouses are eligible
- State school or Community College
- Employees may receive partial to full tuition remission (except for fees, books, and materials)

#### **METRO Credit Union**

- Membership information on the website [www.metrocu.org](http://www.metrocu.org) ATM in lobby of One Ashburton

#### **For questions, please contact:**

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& Compensation

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